



Place Based Investment Fund

**A competitive grant opportunity offered by the
Indiana Office of Community and Rural Affairs
and the
Indiana Office of Tourism Development**

Grant Information & Application

Digital Applications Due:

Friday, May 1, 2015, by 5:00pm EDT

Indiana Office of Community and Rural Affairs (OCRA)
One North Capitol, Ste 600
Attention: Corrie Scott
Indianapolis, IN 46204

About the Program

The Place Based Investment Fund (PBIF) is a competitive grant opportunity for Indiana communities. It is a partnership between the Indiana Office of Community and Rural Affairs (OCRA) and the Indiana Office of Tourism Development (IOTD). The fund is dedicated to encouraging community partnerships as they work together to make their hometowns become even greater places to visit, live, and work.

A vibrant economy requires a talented workforce that chooses to invest by living in communities that have the qualities of place that are attractive to them. Communities that prioritize attraction and retention of people as part of their economic development strategy are positioned for growth.

Eligibility

Targets of investments from this fund are unique projects that add to qualities of place that are attractive to residents and visitors alike. Competitive projects will be multi-purpose, non-traditional, crowd-building venues or unique gathering places that significantly enhance existing assets into distinctive and special places for a community.

Eligible applicants are a partnership of at least two of the following: local units of government, economic development organizations, convention and visitor bureaus, Indiana Main Street organizations, public or private schools, and community foundations. The most competitive projects will demonstrate significant collaboration and shared investment among these primary partners as well as additional partners.

Funding

A total of \$500,000 is available in 2015 for grant requests between \$20,000 and \$50,000. There is a 1 : 1.5 local match requirement. For each PBIF dollar requested, the match must be one and one half dollar. Of that, at least one dollar must be cash while the balance can be certain in-kind contributions. A higher ratio of match - up to 1:3 - will receive up to five percentage bonus points in scoring.

Example of Cash Match

PBIF Grant	Local Cash Match	Local In-Kind Match	Total Project
\$25,000	\$25,000	\$12,500	\$62,500

At least two of the partners must contribute significantly to the local match, though it is not necessary that the match be shared equally.

Federal and other state funds may not be used as local match.

The commitment of local match requires a letter from the contributing organization on their letterhead signed by the chief executive or chief financial officer. The letter must state the amount contributed, that the funds are available at the time of the application, and are committed for the entire grant period. For in-kind match provide a similar letter that describes what is being contributed, the value of the contribution and any calculations justifying that value.

Selected grantees will be permitted to utilize the funds for the duration of the project period according to the start and end dates identified in the grant agreement, but cannot exceed 18 months. Grant funds may only be utilized to cover eligible costs associated with the execution of the project as outlined in the grant agreement.

Examples of eligible in-kind costs to be used for local match include but are not limited to:

During the 18 month project period:

- Volunteer hours tracked at \$10 an hour for labor and \$25 an hour for professional services. These must be directly related to the execution of the PBIF project
- Grant administration expenses capped at 10% of the grant amount
- Site preparation and construction services
- Donated equipment related directly to the PBIF project
- Signage at the project site

Up to 18 months leading up to the grant application

- Paid studies, renderings, etc. specific to the proposed project
- Land acquisition at or below market rate for the proposed project

Examples of ineligible project costs for grant, and all matching funds include, but are not limited to:

- Those associated with previous PBIF awards, including expansions of those projects
- Wages, salaries, and fringe benefits
- Administrative expenses, including grant administration
- Printing, copying, binding, etc.
- Traditional visitor collateral – i.e. brochures, rack cards, guidebooks
- Studies, research, planning, etc.
- Operational expenses, including rent, utilities, insurance, etc.
- Costs to supplant existing funds for an existing project or program (grant and matching funds must be for the implementation of or the clearly defined expansion of a project or program)
- Direct financial support to a business, individual, or organization

Timeline

Completed PBIF applications must be received by May 1, 2015. Recipients will be notified by June 1, 2015. The project period will be eighteen months beginning with an executed grant agreement within 60 days of award notification.

Financial Reimbursement Procedures

Upon receiving a fully executed grant agreement, the grantee may request up to 50% of the grant award. The remaining 50% may be claimed upon completion of the project. All reports outlined in the grant agreement, including financial, must be received satisfactorily before the final claim will be paid.

The grantee will be expected to maintain supporting documentation of grant expenditures, sufficient to enable an audit by the State of Indiana and for monitoring by OCRA and as outlined in the grant agreement.

All records should be maintained for three years beyond the receipt of the final payment for the project. OCRA may monitor these records at any time throughout the duration of the project and the records retention period.

How to Apply

Electronic applications are to be submitted online or via a flash drive or CD.

Please contact Corrie Scott coscott@ocra.in.gov at least one week before submission to receive a link to upload the application, or for mailing instructions for the flash drive or CD.

Once your application is submitted, you will receive a confirmation email within 48 hours. Your application is not valid without this confirmation.

Pre-application submission questions should be directed to your [OCRA Community Liaison](#) and to www.ocra.in.gov for the PBIF FAQ

Note: Please submit your application as a single PDF document if possible. If you are submitting multiple documents as part of your application, please clearly label each section.

Application Instructions

Each application shall adhere to the following formatting requirements and must address each of the items stated below. Application must be typed, single sided, numbered pages, one-inch margin, double-spaced; and the font should be 12 point Times New Roman. Please do not use acronyms in the proposal. Although there is no page limit, the proposal should be succinct.

1. Lead Applicant Coversheet

Use the form titled *Form 1* as the first page of the grant application. This is the only form that will be accepted as your cover sheet. SIGN IN BLUE INK ONLY.

This form should clearly identify the cash amount of the grant you are requesting.

2. Table of Contents

Provide a clear table of contents immediately following *Form 1*.

3. Partner Coversheet

Complete *Form 2* for each organization that will assume an active role in the project. This section must be complete to qualify as a project partner. Be specific about the participation and contribution of each partner. If you are partnering with a for-profit entity, specifically include details as to how they will not solely benefit from this project.

4. Executive Summary

Provide a one-page summary that outlines the partnership, project need, project scope, and sustainability plan.

5. Community Need

A. Identify the need that the project will address, the area to be served, and who will benefit from the project.

B. Identify any efforts in the community, county, or region that have been or are being taken to address these needs.

C. Identify if the proposed project is part of any prior planning (e.g. comprehensive plan, downtown revitalization plan, tourism development plan, economic development plan, etc.)

D. Describe how the proposed project relates to current efforts, improves upon, adds value to, or completes the next step.

E. Include letters of support from local or regional entities that will benefit, explaining their interest in the potential project. Include the letters as *Attachment A*.

F. Describe efforts to gather public input and support for the project. Document input methods such as surveys, public meetings, etc. If you refer to these during your application you must include the documentation as *Attachment B* and include as the final page(s) of this section.

6. Program Description

A. Provide a detailed description of each component of the project. This section should provide a clear, sequential description of the project. If construction of any kind is included it must be clearly defined. For example, 27 linear feet of asphalt for side walk, 4 park benches, etc. Also the cost for each item should be broken down. For example (7) park benches at \$250.00 each.

B. Identify whether the project is new or an expansion. If the project is an expansion of a current program, be very specific about what is currently being done, the sustainability of the current project, and what the expansion will be.

C. Identify the partner organizations involved in the planning process and their role in the implementation of the project. Provide a detailed description of their roles as well as the resources they will contribute.

D. Explain how the project's services will be publicized, if appropriate. Explain how you will engage the community and document their buy-in.

E. Provide a detailed timeline for the project. Indicate the organization and/or persons responsible for each item, and include the completion date.

F. Include project area map identifying proposed project along with prior and future related projects. Also include photographs of the project area and any related conceptual drawings.

7. Staffing and Management

A. Describe the staffing needs of the program and staff qualifications. Provide a job description for any position that will participate in this project, and if already identified, the resume of the person who will be filling the position. Include job descriptions and resumes as *Attachment C* and include as the final page(s) of this section.

B. Complete *Form 3*, the Management Review Form.

C. Describe the lead applicant's experience and ability to implement the proposed project. Identify previous accomplishments the applicant has related to this area and any previous grant administration.

8. Outcomes and Benchmarks

A. Clearly identify the benchmark measures for your project on *Form 4* and the activities that will be undertaken to achieve them. Then identify the anticipated impact of the project on the community.

B. As you complete *Form 4*, note you will be reporting the results of your benchmark measures each reporting cycle if your project is funded. The results recorded on *Form 4* each cycle will serve as a measurement of impact and achievement in your community.

9. Evaluation

Identify your strategies for measuring successful achievement of the benchmarks stated in the proposal, the information that will be tracked, and the tracking format. Submit the format to track the information as *Attachment D* and include as the final page(s) of this section.

10. Sustainability

A. Describe in detail how the project will be sustained beyond the initial funding period. Identify efforts, funding, and plans that have been made for future sustainability and any partner involved.

B. Describe in detail how additional initiatives will build on the project. Identify efforts, funding, and plans for complimentary projects.

C. Describe in detail plans for building momentum around the project through publicizing of project success and related efforts.

D. Identify leadership capacity moving forward to sustain initiative. Identify succession planning for current leadership team.

E. Describe in detail previous and future youth engagement on the project. Identify efforts to engage and educate youth in the community on the initiative.

11. Budget

A. A budget narrative needs to be included that clarifies the proposed use of the funds.

B. Submit *Form 5*, the Grant Budget Summary form.

C. Include a detailed line item budget.

D. *Form 6*, the Table of Matching Funds, must be completed and include all sources of match.

E. Include letters of commitment for match contributions from all sources on the contributing organization's letterhead and clearly state the amount of the contribution for the entire 18 month period. The letter should be signed by the chief executive officer or chief financial officer, and certify that the match is available at the time of application. Include the letters as *Attachment D*.

F. When developing the project budget, be sure to identify any other grant funds and any restrictions on their use.

13. Application Checklist

Complete *Form 7*, Application Check List. This will serve as the last page of the grant proposal.

Lead Applicant Coversheet

Lead (Legal) Applicant:

Contact Person Name/Title/Organization_____
Mailing Address:_____
City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Lead Applicant's Legal Status (check one): _____ Not for profit _____ Government Entity

Federal ID # _____

Project Coordinator: _____

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Type of Project (check one): _____ New _____ Expansion of an Existing Program

Amount Requested: \$ _____

Amount of Match: \$ _____

Total Budget: \$ _____

Identify:

Indiana State Senator(s) _____

Indiana State Representative(s) _____

List the counties to be served by the project: _____

Upon signing this request I am certifying that the applicant is not in violation of any state or federal law, or municipal ordinances as of this date. No money is due and payable to any municipal, county, state, or U.S. governmental agency or department, nor does the applicant have liens or potential liens which could jeopardize the completion of this project.

Signature of Chief Official_____
Official's Title_____
Date**SIGN IN BLUE INK ONLY**

Partner Coversheet

Partner (Legal) Applicant:

Contact Person/ Title:_____
Mailing Address:_____
City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Partner's Legal Status (Check one):

☐ Not for profit ☐ Government Entity ☐ For-profit

Project Coordinator: _____

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Thoroughly describe the role of the organization in the project. Be specific about the participation and contribution. Discuss past collaborative efforts between applicants. Attach an additional page if needed. This section must be complete to qualify as a partner.

Upon signing this request I am certifying that the applicant is not in violation of any state or federal law, or municipal ordinances as of this date. No money is due and payable to any municipal, county, state, or U.S. governmental agency or department, nor does the applicant have liens or potential liens which could jeopardize the completion of this project.

Signature of Chief Official_____
Official's Title_____
Date

Management Review

The following questions must be answered to determine the applicant's ability to manage and safeguard funds. The documents described on this form do not need to be submitted; however, they must be available for review, either on-site or electronically by the state, should a request be made. **This form should be completed for the lead applicant.**

1. Has your organization received funds from federal or other Indiana state agencies within the last five years? (circle one): YES/ NO

If YES, list the agency, date(s) of award, and the amount awarded. _____

2. Date of your organization's fiscal year: _____

3. Date of last audit: _____

Were there material findings in the audit? (circle one): YES/ NO

If YES, were corrective actions taken? (circle one): YES/ NO

If NO, please explain:

4. Identify the type of accounting system of your organization (check one):

_____ Cash _____ Accrual

5. Does your organization have written (circle one):

Accounting procedures?	YES/ NO
Personnel policies and procedures?	YES/ NO
Travel policies and procedures?	YES/ NO
Procurement procedures?	YES/ NO
Conflict of interest policy?	YES/ NO

5. Is your organization in good standing with the following (circle one):

State Board of Accounts?	YES/ NO/NA
Indiana Department of Revenue?	YES/ NO/NA
Indiana Secretary of State?	YES/ NO/NA

Scope of Work

Clearly define the steps of the project and include any necessary related items.

Scope of Work

Example: The Town of Midville and the Bike Trail through Beatty Park will fall into four categories:

1. Finalize and formalize exact path of bike trail within the Town Park
2. Obtain bids from contractors to complete a project and select desired contractor
3. Complete asphalt walking trail in conjunction with completion of public restrooms
4. Identify trail connection points through the Town of Middleville with appropriate markers and signage

Line Item Budget

	Line Item Budget			
	Grant Request	Cash Match	In-Kind	Total
Professional Fees				
		\$	\$	\$
Program Costs	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
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	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Costs Subtotal	\$	\$		\$
Total Grant Funds	\$			\$
Total Match		\$		\$
Total Project Budget				\$

Clearly define number of items and cost of each in the table

Table of Matching Funds

List all match funding sources below. Support letters for financial commitments listed below should be included as *Attachment D*.

Organization Providing Funds	Cash or In-Kind Amount	Letter of Commitment Included
Total Matching Funds		

Application Checklist

___ Application is typed and double-spaced, using 12-point Times New Roman font, and submitted in order listed below.

___ **Lead Applicant Coversheet, Form 1**

___ **Table of Contents**

___ **Partner Coversheet, Form 2**

___ **Executive Summary**

___ **Community Need**

- ___ Identifies area to be served and the beneficiaries of the project.
- ___ Identifies community/county/regional efforts to address the issues.
- ___ Identifies project's inclusion in prior planning.
- ___ Identifies efforts to gather public input and support for the project.
- ___ Defines project in qualitative and quantitative terms.
- ___ One or more letter(s) of support from local or regional beneficiary included as *Attachment A*.
- ___ Supporting documentation of public input if reference included as *Attachment B*.

___ **Program Description**

- ___ Project is logical, sequential, and clearly described in detail.
- ___ Identifies whether project is new or an expansion.
- ___ Explanation of current efforts, the sustainability of the current project, and the plans for expansion (if applicable).
- ___ Identifies parties involved in the planning & implementation of the project.
- ___ Explains how project will engage the community.
- ___ Includes detailed timeline.
- ___ Includes project area map identifying proposed project along with prior and future related projects.

___ **Staffing and Management**

- ___ Describes staffing needs and includes job descriptions and resumes as *Attachment C*.
- ___ Completes Management Review, *Form 3*.
- ___ Describes lead applicant's agency, previous grant administration experience, and qualifications to develop and implement the proposed project, including related accomplishments.

___ **Evaluation**

- ___ Strategies to document success and detailed methods for tracking.
- ___ *Form 4, Scope of Work*, including projected outcomes.
- ___ Forms for tracking progress are included as *Attachment D*.

____ **Sustainability**

- ____ Clear evidence and support for sustaining and maintaining project beyond initial funding period.
- ____ Describes in detail how additional initiatives will build on the project along with the efforts, funding, and planning.
- ____ Describes in detail plans for building momentum around project through publicizing of project success and related efforts.
- ____ Identifies leadership capacity moving forward to sustain initiative and any succession planning for current leadership team.
- ____ Describes in detail previous and future youth engagement on the project. Identifies efforts to engage and educate youths in the community on the initiative.

____ **Budget (must be included in this order)**

- ____ Separate budget narrative with a cost per participant analysis.
- ____ Complete Line Item Budget, *Form 5*.
- ____ Complete Table of Matching Funds, *Form 6*.
- ____ Letters of commitment for matching sources are included as *Attachment D*.

____ **Application Checklist**

- ____ *Form 7*, the Application Checklist is complete and included.